

Civic Address:

### INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all complex building applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

Required Documents:	Included
<b>Completed Application Form and Fees</b> – Application fees are due at application submission.	
<b>Completed Letter of Authorization</b> – <u>Each</u> owner of the property must sign this form.	
<b>Title Search (retrieved within the last 30 days)</b> for each property involved must be submitted with this application. A <b>\$25 fee</b> for document retrieval will be required if the application does not include this document at time of submission.	
<b>Hardcopy of all covenants, easements and right-of-ways</b> registered on the subject property as a charge or listed as a legal notation and modification to those. A <b>\$25 fee</b> for document retrieval will be required per document if the application does not include these at time of submission.	
<b>Identification of Contaminated Sites Form</b> (where submission to Ministry of Environment and Climate Change Strategy is required, a \$100 processing fee is applicable).	
<b>4 Complete Sets of Drawings</b> (as applicable to the scope of work) to an appropriate size (A1 or 24"x36" preferred) and scale: <input type="checkbox"/> Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Suppression (Sprinkler) <input type="checkbox"/> Civil	
<b>Letters of Assurance</b> from the following as applicable: <input type="checkbox"/> Coordinating Registered Professional – Schedule A <input type="checkbox"/> Architectural – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Structural – Schedule B <input type="checkbox"/> Mechanical – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Plumbing – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Electrical – Schedule B (not required for Part 9 buildings) <input type="checkbox"/> Geotechnical – Schedule B <input type="checkbox"/> Fire Suppression (Sprinkler) – Schedule B <input type="checkbox"/> Civil – Schedule B	
<b>Geotechnical Site Report</b>	

APPLICATIONS WILL BE ACCEPTED  
BETWEEN 8:30 AM – 4:00 PM

# COMPLEX BUILDINGS

## NEW AND ADDITIONS SUBMISSION CHECKLIST

Page 2 of 2

Civic Address:

**PDF of All Drawings** emailed to [building-info@abbotsford.ca](mailto:building-info@abbotsford.ca) prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street name – ALL CAPS (e.g. 12 2345 EASY ST). Failure to provide will result in your application being incomplete.

**\*Note: Emails exceeding 10MB must be sent through [eft.abbotsford.ca/dropoff](http://eft.abbotsford.ca/dropoff)\***

**Note:** The following documents are typically needed for most projects. If applicable to your project, they must be included in your submission. If not included, your application may be rejected and the application fee forfeited.

**N/A**

**Included**

**Alternative Solutions Report(s) and Proposal(s)** (if proposed)



**Separate Sprinkler Permit Submission** (if required)



**Building Code Analysis Report**



**Step Code Documentation (Energy Modelling Report)** (does not apply to buildings containing only Industrial, Institutional, and/or Assembly Use)



Application has been made to Transport Canada and NAV Canada. This is needed if the property is located within the Airport Flight Zoning. Please visit the City's [Web Map](#) to confirm and the City's [Development Guidelines](#) for additional information.



**BUILDING PERMITS & LICENCES**

604-864-5525

[building-info@abbotsford.ca](mailto:building-info@abbotsford.ca)

[www.abbotsford.ca](http://www.abbotsford.ca)

February 26, 2024

